

# NAF VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CPAC-NAF-FU-04-OC-007

OPENING DATE: 1 JAN 2004

CLOSING DATE: 31 DEC 2004

POSITION: OPERATIONS ASSISTANT, NF-1101-1, \$5.15 - \$10.58 PER HOUR  
OPERATIONS ASSISTANT, NF-1101-2, \$7.25 - \$13.41 PER HOUR

CATEGORY: FLEXIBLE (0 – 40 HOURS PER WEEK), REGULAR PART-TIME (20 – 39 HOURS PER WEEK);  
REGULAR FULL-TIME (40 HOURS PER WEEK)

LOCATION: VARIOUS LOCATIONS

AREA OF CONSIDERATION: COMMUTING AREA

WHO MAY APPLY: MILITARY SPOUSE PREFERENCE ELIGIBLE, INVOLUNTARY SEPARATED SERVICE MEMBERS, CURRENT AND FORMER NAF EMPLOYEES, OUTSIDE APPLICANTS (VETERANS), OUTSIDE APPLICANTS (NON-VETERANS)

## SUMMARY OF DUTIES:

**NF-1:** Monitors operations to ensure smooth running of the business operation during evening hours and adherence to established schedules of activities and priorities; assures the presence of personnel to carry out the services offered; provides information concerning services, prices, dress codes, standards of behavior, and special events. Maintains order and harmony. As necessary, seeks assistance from military police to control unacceptable behavior. Keeps an operational log while on duty; opens and closes the facility and performs fire and security checks. Assumes responsibility for cash during tour of duty; cash collected; checks, check cashing. Conducts inventory at beginning and end of tour. Provides administrative supervision to all employees; checks employees in and out; reports to functional supervisor on employee performance.

**NF-2:** Manages the entire club operation at night in accordance with established procedures. Issues, receives and controls cash receipts and change funds; verifies cash count of funds turned in by cashiers. Determines cash shortage and overages. Assures only authorized patrons utilize the club facilities. Submits daily report of night operations. Assists in setting up parties according to party plan. May assist bartenders in setting up bars and/or cashier" bag. Completes Daily Activity Report (DAR). Completes fire safety checks and secures the facility.

**QUALIFICATIONS: NF-1:** Applicants must have six (6) months experience in which closely related to the duties to be performed. **NF-2:** Must have one (1) year progressively responsible experience that is directly related to the duties to be performed. Must have the ability to lift and carry up to 20 pounds. Must be 21 years of age at time of appointment. **NF-1 & NF-2:** Must have favorable results on pre-employment background checks.

- The positions listed above are filled through regular scheduled job fairs. Applications received under this announcement will only be referred for vacancies that are not filled at job fair.
- Applications received under this announcement will remain active for a period of 180 days. Applicants must reaffirm their continued interest and availability for the positions they applied for prior to the 180-day period or their applications will be placed in the inactive files.
- Applicants selected for employment will be required to complete DA Form 3433-1 (Supplemental application Form) as a condition of employment.
- Refusal of a military spouse to participate in established recruitment procedures (e.g., interview, KSAs where required) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current tour of duty of the military sponsor at this installation.
- All applicants will be free from reprisal in making protected disclosure and the confidentiality of applicants making such disclosures will be protected (whistleblower protection).
- Department of the Army Non-Appropriated Fund Instrumentalities are Equal Opportunity Employers.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action. If this position requires you to use a Government computer, you will be required to complete a favorable NAC.
- The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodations are made on a case-to-case basis.



**WHERE TO APPLY:** Candidates must submit DA Form 3433, and/or a resume for each position to the NAF Human Resources Office, Bldg. 319, Ft. Riley, KS. Candidates with prior active military service must have the original copy of their latest DD Form 214 showing the nature and character of discharge verified and copy for submission with the application. Military spouses who wish to apply based on preference must submit a copy of their sponsor's PCS orders. To obtain credit for education a copy of originals must be verified and submitted with the application. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

RELEASING AUTHORITY: HAROLD M. COX, JR.  
NAF Human Resources Officer